

## **SCHUYLKILL HAVEN AREA SCHOOL DISTRICT REGULATIONS FOR NON-SCHOOL USE OF SCHOOL DISTRICT FACILITIES**

The purpose of this policy is to establish the eligibility of groups or organizations who may be allowed to use the facilities under the supervision of the Board of School Directors of the Schuylkill Haven Area School District, the purpose for which these facilities shall be used and the rates which shall be charged. This policy excludes any off-season programs, athletic or otherwise, run by school personnel/ athletic coaches (i.e. sessions/ workouts/ travel teams/ clinics).

### **Conditions for Use of Facilities**

1. Since the Board of School Directors is charged by law with responsibility for school facilities, it must reserve the final right to approve or deny the use of school facilities when the Board deems it necessary in the public interest. The Board of School Directors shall use the following guidelines in interpreting what the "public interest" is:
  - a. The sponsoring organizations will conduct orderly meetings, and further, such gatherings will not be of a nature to incite others to disorder.
  - b. The sponsoring organizations will conduct meetings which are not abusive to or exclude other groups or individuals by reason of race, creed, color, sex, handicap, or veteran status.
2. All school buildings and grounds are to be used for educational, civic, social, religious, recreational and similar functions by approved groups or citizens or organizations. If space permits, those such events are subject to rental fee based on scope and Schuylkill Haven Area School District student involvement.
3. Public school buildings nor grounds shall not be used for a purpose that is unlawful. Any use of alcoholic beverages, drugs and tobacco in any form anywhere on SHASD property is prohibited.
4. School buildings shall not be used for celebrations which are essentially private in nature. The rental of the swimming pool for student birthday parties is not affected by this guideline.
5. Any organization requesting the use of the auditorium, baseball/elementary/practice/softball fields, gymnasium, Rotary Field and swimming pool, must provide a certificate of insurance listing the school district as additional insured fifteen (15) days prior to the event. The additional insured designation shall list: Schuylkill Haven Area School District, 501 East Main Street, Schuylkill Haven, PA 17972. Minimum requirements for the certificate of insurance shall be combined single limits of one million dollars (\$1,000,000) per occurrence and aggregate.
6. Preference for use of facilities will be given to school-sponsored programs.
7. Any damage to school district property and equipment must be paid for by the responsible organization.
8. Groups without any affiliation with the Schuylkill Haven Area School District may not use school facilities for dances.
9. Persons requesting the use of facilities **must** be eighteen (18) years of age or older and **must be present** at all times during the event.
10. There will be a nonrefundable \$25.00 deposit fee charged for all facility use.

THE SCHUYLKILL HAVEN AREA SCHOOL DISTRICT DISCLAIMS ANY LIABILITY FOR ANY PERSONAL INJURY OR PROPERTY LOSS OR DAMAGE SUSTAINED BY ANYONE USING ITS FACILITIES. YOU ARE FURTHER ADVISED THAT THE SCHUYLKILL HAVEN AREA SCHOOL DISTRICT IS IMMUNE FROM LIABILITY FOR ANY SUCH DAMAGES.

**Fee Schedule**

**Group A – No Fees**

All Schuylkill Haven Area School District classes, clubs, athletic teams or other school-related groups.

**Group B – Reimbursement of Additional Expenses / Facility Rates Waived**

All state, county, and local governmental units, civic, and nonprofit organizations.

**Group C – All other Groups/Organizations**

**Facility Rates**

<b>Facility</b>	<b>Daily Rate</b>	<b>Hourly Rate</b>
Gymnasium	\$240 plus additional expenses	\$ 30 plus additional expenses
Outdoor Basketball Courts	\$100 plus additional expenses	\$ 15 plus additional expenses
Swimming Pool	\$240 plus additional expenses	\$ 30 plus additional expenses
Athletic Field (Rotary Field)	\$500 plus additional expenses (Day) \$700 plus additional expenses (Night)	
Baseball Field	\$240 plus additional expenses	\$ 30 plus additional expenses
Concession Stand	\$ 50 plus additional expenses	\$ 10 plus additional expenses
Cafeteria	\$150 plus additional expenses	\$ 20 plus additional expenses
Classroom	\$ 75 plus additional expenses	\$ 10 plus additional expenses
Library	\$ 75 plus additional expenses	\$ 10 plus additional expenses
Auditorium	\$500 plus additional expenses	\$ 65 plus additional expenses
<b>Schuylkill Haven Area School District – Youth Group Rate</b>		
\$200 Per season		

**Additional expenses** shall include but are not limited to the following:

- All custodial and cafeteria personnel hourly rates are \$30.00 or \$40.00 during double overtime rates.
  - The utility fee is \$20.00 per hour.
  - Lifeguard rates are regular hourly rates.
  - Hiring School Police, if necessary, is the responsibility of the organization.
  - Sunday facilities usage as follows: 12:00 noon .....Setup/Warm-ups  
1:00 pm .....Event Start Time
- No one shall use or enter school facilities for any purpose prior to 12:00 noon on a Sunday
- Additional expenses not listed above required for rental.

# SCHUYLKILL HAVEN AREA SCHOOL DISTRICT

501 East Main Street  
Schuylkill Haven, PA 17972  
[www.shasd.org](http://www.shasd.org)

## FACILITY REQUEST FORM

Name of Requesting Organization (if applicable): \_\_\_\_\_

Representative/Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Event Supervisor/Coordinator (if different from Representative/Contact: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_  
\_\_\_\_\_ Email: \_\_\_\_\_

Disposition of Proceeds: \_\_\_\_\_

### Facility Specifics:

Elementary Center

Middle School

High School

Baseball Field <input type="checkbox"/>	Art Room <input type="checkbox"/>	Gymnasium <input type="checkbox"/>
Elementary Field <input type="checkbox"/>	Band Room <input type="checkbox"/>	Hale Board Room <input type="checkbox"/>
Rotary Field <input type="checkbox"/>	Cafeteria (no kitchen access) <input type="checkbox"/>	Lobby <input type="checkbox"/>
Softball Field <input type="checkbox"/>	Chorus Room <input type="checkbox"/>	Spirit Room <input type="checkbox"/>
Tennis Courts <input type="checkbox"/>	Classroom(s) <input type="checkbox"/>	Swimming Pool <input type="checkbox"/>
	Concession Stand <input type="checkbox"/>	Auditorium (EC/MS) <input type="checkbox"/>
Other _____ <input type="checkbox"/>	Faculty Room <input type="checkbox"/>	Zwerling Auditorium <input type="checkbox"/>
		(Technical Rider required)

Date(s): \_\_\_\_\_

Start Time: \_\_\_\_\_ Performance Time (if applicable): \_\_\_\_\_

End Time: \_\_\_\_\_

Group Size/Expected Attendance: \_\_\_\_\_

Description of Event (attach flyer): \_\_\_\_\_

Refreshments Served  Admission Fee

Equipment Requirements:

<input type="checkbox"/> Microphone	<input type="checkbox"/> Risers	<input type="checkbox"/> Video Projector
<input type="checkbox"/> Overhead Projector	<input type="checkbox"/> Piano	<input type="checkbox"/> Scoreboard
<input type="checkbox"/> TV	<input type="checkbox"/> Bleachers	<input type="checkbox"/> Basketball Hoops
<input type="checkbox"/> Podium	<input type="checkbox"/> Portable PA System	<input type="checkbox"/> Other _____

Number of additional chairs and tables, if applicable: \_\_\_\_\_

Are you requesting permission to bring equipment into the facility ( Yes / No )?

Describe: \_\_\_\_\_

Are you requesting permission to use SHASD equipment at an off-site location ( Yes / No )?

Describe: \_\_\_\_\_

Certificate of liability insurance attached ( Yes / No )? Certificate holder must be the organization or individual named above, and the certificate must name the Schuylkill Haven Area School District, 501 East Main Street, Schuylkill Haven, PA 17972, as an additional insured and in the amount of one million dollars (\$1,000,000).

**Acknowledgement and Agreement**

By signing below, you acknowledge and agree as follows:

- The individual signing this request has the full power and authority to act on behalf of and to enter into binding agreements for the organization or entity listed above.
- You have read and fully understand this Application, the SHASD REGULATIONS FOR NON-SCHOOL USE OF SCHOOL DISTRICT FACILITIES and agree to be bound by and comply with their respective terms.
- You are responsible for paying the SHASD the applicable rental and staffing fee(s). Payment is due within fifteen (15) days of your receipt of invoice. Late payments are subject to a \$25 late fee.
- You agree to and do hereby assume all risks relating in any way to your organization’s use of SHASD’s facilities, including, without limitation, any risks of property damage and/or personal injury to any person, including employees of your organization, who use or whom you permit to use or have access to facilities. You agree to and do hereby completely release the Schuylkill Haven Area School District and its employees, administrators, and Board of Directors from all liability, known and unknown, relating to your organization’s use of facilities, and you further agree to indemnify and hold the Schuylkill Haven Area School District and its employees, administrators and Board of Directors harmless from and against any damage or loss, including without limitation attorney’s fees and costs, which arises out of or relates in any way to your use of facilities.

**Print Name:** \_\_\_\_\_ **Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

***Make check payable to: Schuylkill Haven Area School District***

***INTERNAL USE ONLY***

**Organization Classification:** \_\_\_\_ *Group A* \_\_\_\_ *Group B* \_\_\_\_ *Group C*

**APPROVAL:** \_\_\_\_\_ **DATE:** \_\_\_\_\_